



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational State Planning and Operations, State Office Building Atlanta, Georgia 30334	Application Number <b>81-68</b>	
Application Number		Date Received <b>1-23-81</b>	Date Completed <b>JAN 30 1981</b>
2. Person to Contact Eugene Clear		Working Title Property Control Officer	Telephone Number 656-3435
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest  1978      To Date		5. Records Series Title (followed by title used in office, if different)  Report of Property Received Form Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Inventory Control Unit is responsible for maintaining and monitoring all data entered into the Statewide Vocational Equipment Inventory Control Computer System, as part of the Vocational Education Management Information System.			
7. Record Series Description  Documents relating to:  Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Monitoring the input of data entered into the Statewide Vocational Equipment Inventory System.  Copies of "Report of Property Received" forms (DE 0339) and "Equipment Inventory Adjustment" forms (DE 0274), received from school systems, which list equipment purchased for vocational education programs.	
File is arranged:		Chronologically by Fiscal Year; thereunder numerically by system number.	
8. Monthly Reference Rate One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old <u>seldom</u> ; twenty-five months and older <u>seldom</u> ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? <u>Accounting Services Section, Office of Administrative Services</u>
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>DOE Accounting; MIS Data Center, Waycross, Georgia.</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? <u>Vocational Equipment Inventory</u>

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	<u>1</u> years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>1</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>5</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

State Law requires that records for equipment valued at \$100 or more be retained for an unspecified period.

Federal Law requires that records for equipment valued at \$300 or more be retained for five (5) years after final disposition of property.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); ~~then~~ then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <i>[Signature]</i>	Date <u>1/23/81</u>	Records Management Officer (Signature) <i>Walker L. Baumgardner</i>	Date <u>1-23-81</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	<u>1-29-81</u>
		Secretary of State/Designee <i>Cargill Hart</i>	<u>1-27-81</u>
		Attorney General/Designee <i>[Signature]</i>	<u>1-24-81</u>